



NURSING CONSULTANT, PROGRAM REVIEW
Final Filing Date: Continuous

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL OPEN FOR:
DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing periods for this examination are: **January – June and July – December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or In person with:
Department of Corrections & Rehabilitation
Selection Services Section
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545
Department of Corrections & Rehabilitation
Selection Services Section
1515 “S” Street, Room 522-N
Sacramento, CA 95814
(916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Selection Services Section.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time they file their application.
NOTE: Only applications with an original signature will be accepted.

SALARY RANGE(S) **\$8,642.87* Per month**

***This salary includes pay differential enhancements to the base salary as authorized December 1, 2005, and applies to all Nursing Consultant, Program Review appointed to Adult Institutions and Division of Correctional Health Care Services (DCHCS).**

***Effective February 1, 2006, the above salary which includes pay differential enhancements to the base salary has been authorized to all Nursing Consultant, Program Review appointed to Juvenile Institutions and Health Care Services within the Division of Juvenile Justice.**

Additionally, a \$400 R&R Bonus is offered at DCHCS, Clinical Operations Branch.

Base Salary
\$5497.00 - \$6639.00 Per month

BENEFITS

- Deferred Compensation Plans (Savings pool, 401k and 457 plan)
- \$100 monthly Bilingual Differential Pay
- 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
- 75% Reimbursement of Public Transit Passes, \$65 maximum per month
- Flexible work hours (Management discretion)
- Pre-tax parking (Where applicable)
- Fourteen (14) paid holidays
- Generous paid vacation/sick leave or annual leave
- Jury duty/military/bereavement leave
- Health, Dental and Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)
- Pre-retirement death benefit
- Dependent Care Program
- Long Term Insurance (CalPERS)
- Home Loan Program (CalPERS)
- Legal Services
- Employee Assistance Program
- Work and Family Advisory Committee
- License or certificate renewal fee reimbursement (Actual Cost)
- Evening and Night Shift Differential Pay
- California Public Employees’ Safety Retirement System (Exempt from paying into the Federal Social Security System)

Note: The compensation listed above may be changed as a result of legislation, revision to the Bargaining Unit 17 Memorandum of Understanding (MOU), or other State action. Should there be a conflict between this document and changes in the requirements of law, State policy, or Unit 17 MOU, the latter will control.

MINIMUM QUALIFICATIONS **LICENSE/CERTIFICATE:** Possession of a valid license to practice as a registered nurse in California. (Applicants who do not possess such a license will be admitted to the examination, but they must secure such a license before they will be considered eligible for appointment.)
AND
EXPERIENCE: Three years of progressively responsible experience in nursing/psychiatric nursing, which must have included in addition to direct care of developmentally disabled clients and/or psychiatric patients; and/or inmates or youthful offenders:

MINIMUM QUALIFICATIONS, CONTINUED

1. Two years of administrative experience at a level of responsibility comparable to an assistant coordinator of nursing services in a large facility for the developmentally disabled and/or hospital for the mentally disabled or acute/subacute care correctional facility; or a Supervising Registered Nurse in a large correctional facility;

AND

EXPERIENCE: One year of experience as a nursing consultant, or as a director of nursing education/psychiatric nursing in an accredited State mental hospital/developmental center or acute care correctional facility or nurse training program with responsibility for instruction of students at several levels of nursing practice.

OR

2. Three years of experience as a nursing consultant; AND

EDUCATION: Graduation from an accredited school of nursing, possession of a baccalaureate degree, and possession of a master's degree, preferably in nursing administration. (One year of additional experience in an administrative or consultative capacity may be substituted for the master's degree.)

Special Personal Characteristics: Demonstrated leadership ability; sympathetic and objective understanding of the problems of the mentally/developmentally disabled and/or empathetic understanding of patients of a State correctional facility; willingness to work in a developmental center, State mental hospital, and/or a State correctional facility; willingness to travel; tact, alertness, keenness of observation, patience, and emotional stability.

Applicants possessing the required license at the time of application must show number, title, and expiration date on their examination application.

EXAMINATION PLAN

This examination will consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

ELIGIBLE LIST INFORMATION

The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. Names of successful candidates are merged into the list in order of final scores, regardless of date. Eligibility expires **24** months after establishment, unless the needs of the service and conditions of the list warrant a change in this period.

POSITION DESCRIPTION AND LOCATION(S)

The **Nursing Consultant, Program Review**, under general direction, reviews nursing programs in the correctional facilities; makes reports and recommendations on the status of nursing services; evaluates and recommends nursing care standards; consults with appropriate administrators, supervisors, and staff regarding nursing practices, procedures, and standards; reviews unit/ward management, the nursing care of clients/patients, and nursing techniques and procedures; reviews organization, staffing, training, and assignment of personnel in nursing services; reviews operations in light of departmental standards and policies; evaluates the current status of nursing programs and prepares reports on findings; recommends improvements and revisions in nursing standards, policies, or procedures and suggests methods of implementation; recommends use of specialized consultation as needed; prepares various reports and correspondence; and does other related duties.

Positions exist in Sacramento, Bakersfield, and Riverside within the Department of Corrections and Rehabilitation.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/ CAREER CREDITS

Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.

GENERAL INFORMATION

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS